Formal Evaluation & Support Request

> **Subject: Formal Request for Evaluation Under IDEA and Section 504 for [Child's Full Name]**

Dear [Principal / Special Education Administrator / Section 504 Coordinator],

I am the [parent / legal guardian] of [Child's Full Name], a student in grade [grade] at [School Name]. I am formally requesting a full and individual initial special education evaluation under the Individuals with Disabilities Education Act (IDEA) in all areas of suspected disability. I also request consideration of evaluation and eligibility under Section 504 of the Rehabilitation Act, as appropriate.

My concerns include [describe specific difficulties with learning, attention, communication, attendance, behavior, or other school functioning]. For example, [give one or two dated examples and explain the educational impact].

[Optional: Relevant clinical or educational information includes [diagnosis, evaluation findings, or other documentation]. I have attached [documents] for the team's consideration.]

Please provide the proposed evaluation plan, required informed-consent forms, applicable timelines, and procedural safeguards. I am ready to review the plan and provide informed consent promptly. Please confirm receipt of this request and identify the person coordinating the process.

I request a team meeting to review the evaluation results, determine eligibility, and, if eligible, develop appropriate instruction, accommodations, and/or services to provide a free appropriate public education (FAPE). Please also consider supports that can be provided while the evaluation is pending.

Possible supports to discuss include [list specific supports tied to the concerns]. I understand that the team will determine appropriate supports based on the evaluation and my child's individual needs.

If the district refuses any requested evaluation, please provide written notice explaining the decision and the applicable procedural safeguards. If my child is not eligible under IDEA, please address whether evaluation and services under Section 504 are appropriate.

Thank you. I look forward to working with the school team and receiving your written response.

Sincerely,
[Your Full Name]
[Relationship to Student]
[Email Address and Phone Number]
[Date]
Attachments: [List, or "None"]

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Use the Letter. Track the Next Step.

Make the request about educational needs

Replace bracketed text and remove optional sections you do not need. Describe specific difficulties and their impact, not only a diagnosis. A diagnosis is not automatically school eligibility, and private testing is not a prerequisite for requesting a school evaluation. [1]

This template is for an **initial evaluation**. If your child already has an IEP or 504 plan, tailor the request to a reevaluation, plan review, or implementation concern. Do not describe it as an initial evaluation when that is not what you need.

Request and informed consent are separate

The letter clearly requests evaluation. It does not give open-ended permission for any testing. IDEA requires informed parental consent before an initial evaluation; consent to evaluate is not consent to start special education services. Review the proposed plan and return the appropriate consent forms promptly. [2]

Michigan’s initial IDEA timeline

• Within **10 school days** of the written request, the district generally provides written notice proposing or refusing evaluation and seeks consent when appropriate.

• Within **30 school days after receiving written parental consent**, the initial evaluation and eligibility/IEP process generally must be completed, subject to applicable exceptions or a written agreed extension. The clock does not generally begin with this request letter. [3]

The Michigan IDEA timeline is not a nationwide deadline or the Section 504 timeline. For Section 504, ask for the district’s procedures and expected evaluation dates; unnecessary evaluation delays can violate Section 504. [1]

Keep a record and follow up

Send the request to the appropriate district administrator or coordinator, copy relevant staff, and retain the dated request, attachments, and response. If there is no response within the applicable timeframe, follow up in writing. A meeting request alone is less clear than an explicit evaluation request.

Sources & parent references

[1] ED/OCR: Parent and Educator Resource Guide to Section 504.
[2] IDEA: 34 CFR 300.300, Parental Consent.
[3] Michigan Department of Education: Initial Evaluation Procedure and MARSE R 340.1721b.

For U.S. public K–12 schools. Verified October 2026. General parent education, not individualized legal advice. Adapt to your circumstances and applicable state rules.

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